

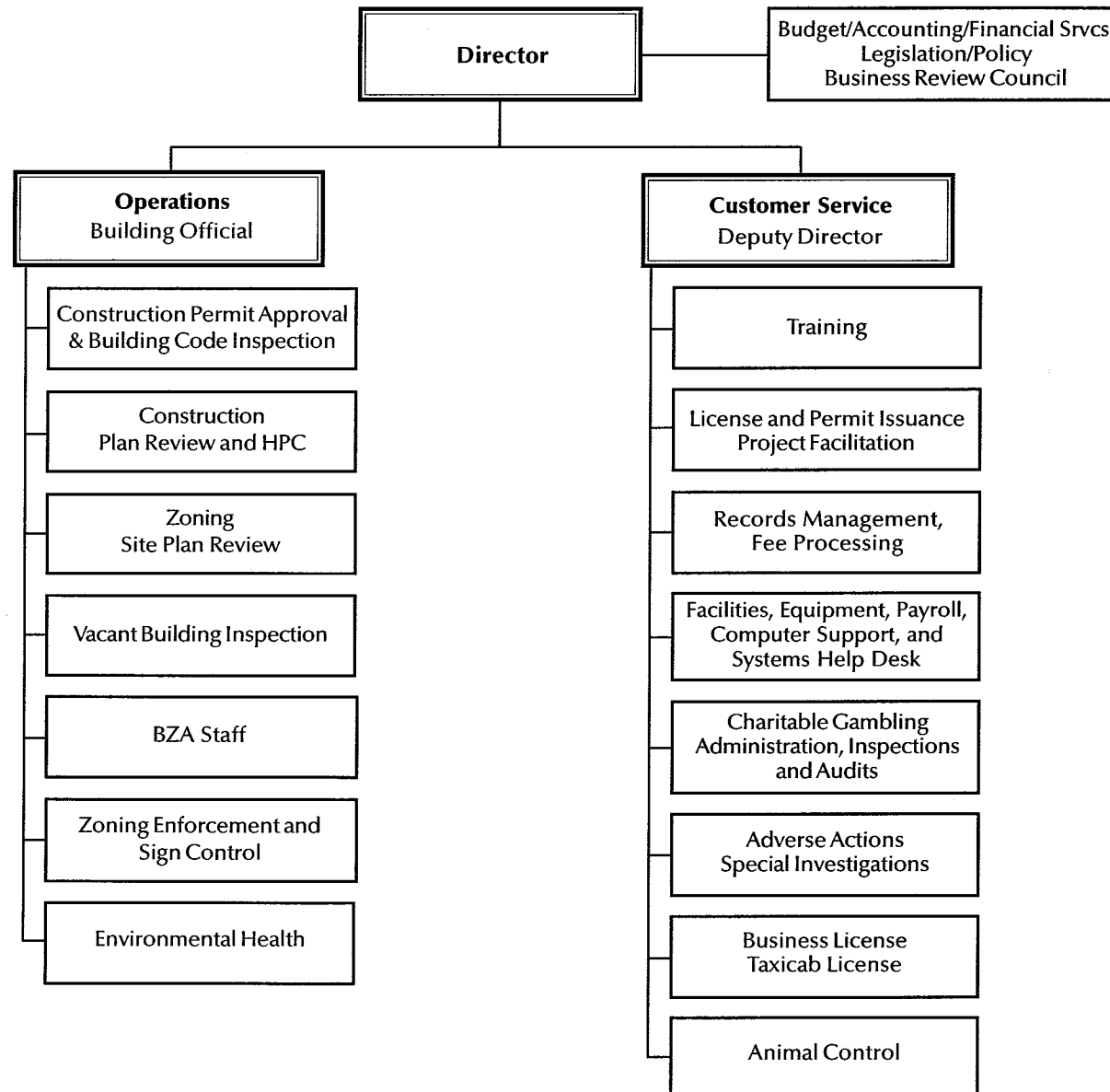
# **Office of License, Inspection and Environmental Protection**

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## **Mission Statement**

To set a standard of excellence as a dynamic and innovative organization that ensures public health and safety and consistently exceeds customer expectations.

# License, Inspection, and Environmental Protection



## **Strategic Plan Accomplishments and 2003 Priorities**

### **Major Accomplishments**

- Expanded the availability of permits available on the Internet to include licenses that do not require city council approval. These included alarm permits and dog licenses.
- Automated the field inspection process for sheetmetal inspectors by providing them with handheld omputers.
- Provided city employees with the ability to access and use geographically orientated data. This application has been integrated with the websites for LIEP, and both the city and Ramsey County.
- Created reports to track number of inspections by discipline (i.e., mechanical, electrical, building, plumbing), number of inspections per inspection period, and elapsed type of an inspection including time for plan review and number of days to resolve compalints. LIEP also produced trends for types of permits taken out and inspections which includes online permits, revenues collected, website hits, and GIS use.
- Completed recording locations of all signs and billboards with the use of a global positioning system unit.
- Developed and implemented customer surveys on the internet.

### **2003 Priorities**

- Work toward full implementation of the city-state delegation agreement for grocery store inspections and the billboard sign programs in AMANDA.
- Public Safety: LIEP placed a police officer in the Gambling Enforcement Program, helping to assure that charitable gambling proceeds go to help nonprofits.
- Continue noise monitoring at the Gopher State Ethanol Plant, as well as work to eliminate several nuisance businesses in an effort to make Saint Paul a more liveable city.
- Housing: Work with home builders, other departments and the public to assure that the Mayor's housing initiative is accomplished. Assist those unfamiliar with the process by providing initial meetings with project facilitators.
- Improve the timeliness of elevator inspections and work to ensure that inspections are self supporting.
- Pursue office relocation to a city owned facility.
- Marketing: Increase visibility by marketing our Internet services at home builder and contractor trade shows and meetings, through aggressive use of neighborhood newspapers and the city's cable channel.
- Provide an internship experience to help students gain the solid footing they will need before entering the job market.
- Work with Human Resources to assure that our workforce reflects the diversity of the city's population.
- Technology: Expand the ECLIPS system to track processes related to gambling enforcement; upgrade the AMANDA software; migrate the GIS to the Internet; update and enhance the existing LIEP website so that all required content is available to all city staff as well as citizens; and add the remaining eligible permits to the Internet.

# License, Inspection and Environmental Protection

DEPARTMENT/OFFICE DIRECTOR: ROGER CURTIS

	2000 2ND PRIOR EXP & ENC	2001 LAST YEAR EXP & ENC	2002 ADOPTED BUDGET	2003 MAYOR'S PROPOSED	CHANGE FROM 2002 ADOPTED
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<u>SPENDING BY UNIT</u>					
001 GENERAL FUND	1,277,282	1,383,024	1,343,642	1,315,955	27,687-
167 CHARITABLE GAMBLING ENFORCEMENT	298,520	317,385	390,000	426,983	36,983
320 LICENSE INSPECTIONS & ENV PROTECTIO	7,561,141	8,256,427	8,776,848	9,155,018	378,170
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TOTAL SPENDING BY UNIT	9,136,943	9,956,836	10,510,490	10,897,956	387,466
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<u>SPENDING BY MAJOR OBJECT</u>					
SALARIES	5,370,518	5,813,206	6,138,040	6,536,204	398,164
EMPLOYER FRINGE BENEFITS	1,862,291	1,990,343	2,125,544	2,275,232	149,688
SERVICES	1,284,365	1,424,918	1,467,802	1,561,032	93,230
MATERIALS AND SUPPLIES	189,237	283,792	489,409	371,510	117,899-
MISC TRANSFER CONTINGENCY ETC	378,831	375,535	237,407	84,890	152,517-
DEBT					
STREET SEWER BRIDGE ETC IMPROVEMENT					
EQUIPMENT LAND AND BUILDINGS	51,701	69,042	52,288	69,088	16,800
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TOTAL SPENDING BY OBJECT	9,136,943	9,956,836	10,510,490	10,897,956	387,466
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		9.0 %	5.6 %	3.7 %	3.7 %
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<u>FINANCING BY MAJOR OBJECT</u>					
GENERAL FUND	1,277,282	1,383,024	1,343,642	1,315,955	27,687-
SPECIAL FUNDS					
TAXES					
LICENSES AND PERMITS	6,901,720	6,684,530	7,449,010	8,473,604	1,024,594
INTERGOVERNMENTAL REVENUE					
FEES, SALES AND SERVICES	856,567	869,151	1,049,000	1,049,000	
ENTERPRISE AND UTILITY REVENUE					
MISCELLANEOUS REVENUE	32,596	60,114	34,000	34,000	
TRANSFERS	500	1,250		1,000	1,000
FUND BALANCES			634,838	24,397	610,441-
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TOTAL FINANCING BY OBJECT	9,068,665	8,998,069	10,510,490	10,897,956	387,466
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		.8-%	16.8 %	3.7 %	3.7 %

# Budget Explanation

## Major Changes in Spending and Financing

### Creating the 2003 Budget Base

The 2002 adopted budget was adjusted to set the base for the year 2003. The budget was increased for the anticipated growth in salaries and fringe benefits related to the bargaining process. Finally, a spending cap was imposed on the office's adjusted general fund budget to limit the growth of government spending and to avoid an increase to the city's property tax.

### Department Proposals

The office's 2003 general fund budget was submitted meeting the base amount established. The office was able to meet this base amount as a result of salary savings, due to staff turnover, as well as a shift in staff costs to the special fund. The result was an additional decrease of \$54,771 to the office's general fund budget. Revenue estimates submitted reflected a reduction of \$5,254 in business license revenue which was less than the established base amount. The submitted budget also includes additional funding for a police office in the Gambling Enforcement Fund.

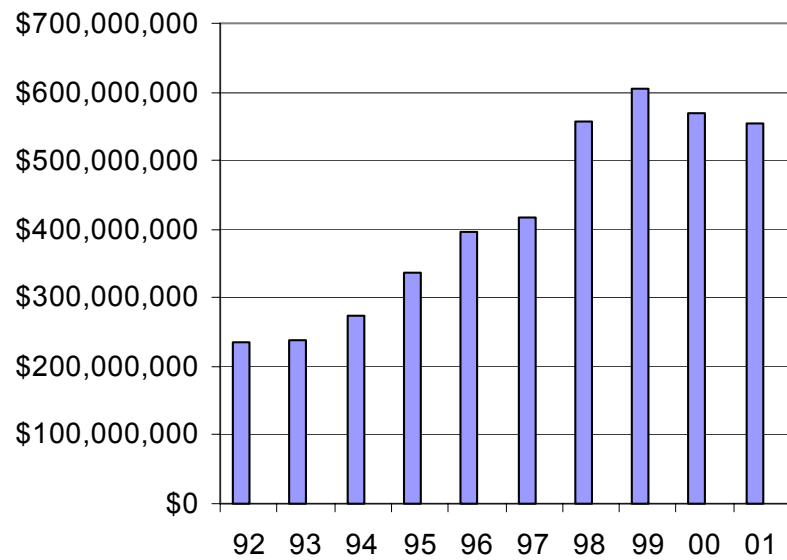
### Mayor's Recommendations

In preparing the 2003 proposed budget, the mayor accepted the office's proposals contained in the submitted budget, with these exceptions,

- add \$83,728 for an additional elevator inspector to provide for a smooth transition resulting from an anticipated retirement
- include \$62,793 additional funding for a Historic Preservation Specialist.
- provide funding for an additional .5 FTE to provide desktop support; and
- increase various license and permit fees to cover costs but cap increases at 25%.

## Construction in Saint Paul 1992 through 2001

### Construction Valuation in Saint Paul 1992-2001



### Number of Permits Issued 1992-2001

